

LETTER TO THE BISHOP

The new rite for Baptism emphasizes the new Christian's entrance into the local Christian community. In a sense, Confirmation is a witness to our willingness to go public with our faith. It emphasizes our belonging to the larger community of the universal Church. This is why in the Roman Catholic Church the Bishop is the ordinary minister of this sacrament. In writing letters to the Bishop, we acknowledge that we belong not only to our local parish community, but also to the universal Church.

Writing to the Bishop also helps him to know a little about you and our St Mary community. This not only helps the Bishop to feel more comfortable, but it also helps to make the ceremony more personal. Bishop always reads these letters and comments on them. He often uses pieces of the letters in his homily.

Your letter to the Bishop should be simple, honest and from the heart. Be yourself! **Neatness is a matter of courtesy. Please type your letter and be sure to check your spelling and grammar. Be sure to spell the Bishop's name correctly!**

1. Begin the letter by typing the date in the upper left corner. Return twice so there are two lines before the address.

2. Type the Bishop's address:
The Most Reverend Jeffrey Haines
3501 S Lake Dr.
P. O. Box 070912
Milwaukee, WI 53207-0912

*Your Letter to the Bishop is due
in our office no later than*
July 22, 2018

3. "Enter" twice so there are two spaces in between the address and your greeting. Begin your letter with: "Dear Bishop Haines,"

4. In the first paragraph, give a brief introduction of yourself. Tell the Bishop your name and the parish you belong to. You may wish to tell him your age, where you go to school, your favorite classes and activities, your hobbies, whether you have a job, if you play a sport or an instrument, about family vacations, etc. In this paragraph, also tell the Bishop about your family.

5. In the second paragraph, share something about St. Mary Catholic Faith Community. Also, tell what you have been doing to prepare for Confirmation. (Include specific projects that made an impression on you; your retreat, the Sunday Confirmation preparation sessions, Sunday Liturgies, about the saint you have chosen, learning about the faith from your family, activities with your sponsor, and the service you have been working on.)

6. In the third paragraph, make a formal request to be confirmed. Give at least two reasons why you want to be confirmed.

7. In the last paragraph, thank the Bishop for coming to celebrate the sacrament with us.

8. Sign the letter: "Respectfully Yours In Christ,." Return three times so there are three blank spaces, and then type your name. **Be sure to sign your name above your typed name.**

9. Fold the letter twice and seal it in a 4 ¼" x 9 ½" envelope. Write your full name along with "Letter to the Bishop" and Attn: Jeff Kacala on the front of the envelope.

10. Drop off the letter at the parish business office, scan and email, send via U.S. mail, or return in the Sunday Mass collection. **Do not mail the letter to the bishop. All letters from our group are delivered in person by the Director of Youth Ministry.**

Blessings~

Jeffrey A. Kacala
Director of Youth Ministry
St. Mary Catholic Faith Community